

Shelby County Government

Joe Ford
Interim Mayor

April 7, 2010

Mr. Gregory T. Smith
Public Health Foundation Enterprises, Inc.
12801 Crossroads Parkway S, #200
City of Industry, CA 91746

RE: RFP #10-001-40 Consulting Services -- Business Process Improvement Study

Dear Mr. Smith:

We are pleased to inform you that your firm has been selected to provide **consulting services**, which were issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract. Also, in order to do business with Shelby County Government, all vendors are required to submit an on-line application by going to www.shelbycountyttn.gov and selecting the Vendor Registration link. Your "Notice to Proceed" and executed contract will not be issued until this process has been completed.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

If you have any questions regarding this letter, please contact Mr. Robert Brenner @ (901) 545-3512.

Sincerely,

A handwritten signature in black ink, appearing to read "Clifton Davis", with a stylized flourish at the end.

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Dr. Kenneth Robinson, Health Department
Mary Bright, Assistant County Attorney
Tonya Blunt, Contracts Administration



Purchasing Department

160 N. Main, Suite 550
Memphis, TN 38103

(901) 545-4365
Fax: (901) 545-4531

Shelby County Tennessee

Joe Ford, Interim Mayor

Memorandum

To: Honorable Joe Ford
Shelby County Interim Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: March 26, 2010

Re: RFP #10-001-40, Consulting Services – Business Process Improvement Study – Health Department

Three (3) companies submitted proposals indicating their interest in providing the above-described services.

	<u>Evaluation Score</u>	<u>EOC Rating</u>	<u>Consultant Fees</u>
1. Public Health Foundation Enterprises	82.42	A	\$240,000.00
2. Aspire Professional Services, Inc.	41.83	D	\$ 52,692.00
3. Lean Six Sigma Leadership Institute	45.83	D	\$130,000.00

An evaluation committee comprised of three (3) members from Shelby County Health Department, two (2) non-health department members, and Purchasing evaluated the proposal responses and determined that the proposal submitted by **Public Health Foundation Enterprises** was the most responsive to the request for proposal.

The evaluation committee concluded that the proposal submitted by **Public Health Foundation Enterprises** is recommended based upon the following: (i) the firm's familiarity with the public health environment in the State of Tennessee; (ii) the firm's attention to detail in responding to the RFP gave the team confidence that this level of specificity would carry over into the performance of the services required; (iii) the firm's deeply experienced staff in successfully conducting other Health Department studies throughout the country.

A copy of the department's recommendation letter is attached.

EOC Rating Codes:

A Compliance – 90% or more
B Compliance – 80%-89.9%
C Compliance – 50%-79.9%

D Less than 15 employees (automatically qualify)
E Approval by EOC Board of Appeals
F Exception granted by CAO or Administrator of EOC


Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ~~X~~

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 4/6/10



Joe Ford, Interim Mayor

cc: Ken Robinson, Health Department